



GOVERNOR'S OFFICE OF HOMELAND SECURITY

GRANT MANAGEMENT MEMORANDUM

Date: **March 17, 2005**

To: Operational Areas, UASI Coordinators

From: Grants Administration Section

RE: Grant Management Memorandum # 05-001

- 1) FY 05 Initial Strategy Implementation Plan (ISIP) Training**
- 2) Availability of FY 05 ISIP on ODP Reporting Tool Website**

The purpose of this memorandum is to notify all Operational Areas (OA) and Urban Area Security Initiative (UASI) coordinators of the dates and locations of the FY 05 Initial Strategy Implementation Plan (ISIP) training, and the availability of the reporting tool on the ODP website.

- 1) Included in this memorandum are the dates and locations of the FY 05 ISIP training. These workshops provide the information necessary to complete your FY 05 ISIP. The trainers will be available to complete your ISIP during the training sessions.

Each day's training will include a training presentation on the ISIP tool in the morning session, followed by a practical session using the reporting tool in the afternoon. We have scheduled two training days in each location. Participants may attend any session, or space available, attend both sessions in a location. All sessions will be open for registration at 8:30 am, begin at 9:00 am and end by 5:00 pm.

Seating is limited and will be restricted to two attendees from each OA and UASI. If space is available, additional participants will be seated. Please contact Wai Tin Wong, Grant Administration office assistant at WaiTin.Wong@OHS.CA.GOV to make your reservation. Be sure to include your name, contact information, OA or UASI represented, date preferred and location where you would like to attend. Include "FY 05 ISIP training reservation" in the subject line of your request.

March 29-30, 2005

Santa Ana Police Department
60 Civic Center Plaza
Santa Ana, CA

Classrooms C&D, fourth floor
For internet map, use 1080 West Civic Center Drive
Free parking directly across from PD
Contact: Captain George Saadeh (714) 245-8304

March 30-31, 2005

San Francisco MUNI Training Facility
2640 Geary Boulevard
San Francisco, CA

Classrooms C, D and E, first floor
Some metered parking on the street, large shopping center across the street.
Contact: Mary Landers (415) 558-2748

April 5-6, 2005

University of Southern California, State Capital Center
1800 I Street
Sacramento, CA 95814

Classroom E
Metered parking is available adjacent to the building, \$4 for 12 hours. Parking lots nearby.
Contact: Larry Davis (916) 324-8908

- 2) The FY 05 ISIP tool is available on the ODP Reporting Tool website. You may access it at https://www.reporting.odp.dhs.gov/Login_Home.aspx?MESSAGE=USER+LOGGED+OUT

For further assistance, please feel free to contact me at (916) 324-8908 or email me directly at LARRY.DAVIS@OHS.CA.GOV.

Sincerely,

Larry M. Davis

Program Manager
Grant Administration